

**WORKFORCE ESCAROSA, INC.**  
**BOARD OF DIRECTORS**  
**JUNE 19, 2013**  
**MINUTES**

**Members Present:** Jay Overman (Chairperson), Joshua Durst (Secretary/Treasurer), Randy Fleming, John Gormley, Amber McCool, Reagan McDaniel, Brenda Moorer, Gracie Parker, Joel Paul, Jr., Ferdinand Salomon, and Tina Stewart

**Members Participating via Teleconference/Webinar:** Dan Busse, Gretchen Clarke, Robert Ephraim, Ildi Hosman, Lesa Morgan

**Ex-Officio Member Participating via Teleconference/Webinar:** Sheila Harris

**Members Absent:** Scott Ginnetti (Vice-Chairperson), Tracy Allen, Becky DeCesare, Van Mansker, Dana Mullins, Robin Punyko, Randy Ramos, Kelly Reeser, and Valera Young

**Others Present:** Carla Jones – Escambia County Board of County Commissioners, Jennifer McFarren – Greater Pensacola Chamber, Kathy Karshna, Janet Summers, Belinda Todd, Susan Nelms, and Janay Sims – Workforce Escarosa, Inc.

Jay Overman, Chairperson, called the meeting to order at Workforce Escarosa’s administrative office. The roll was called for attendance/participation.

**CALL FOR PUBLIC COMMENT**

No public comments were noted.

**MINUTES – APRIL 17, 2013**

The minutes were reviewed.

**Action Taken: Motion by Joshua Durst, and seconded by John Gormley to approve the meeting minutes for April 17, 2013. Motion carried.**

**READING OF PUBLIC DISCLOSURES**

No public disclosures were noted.

**ITEMS FOR CONSIDERATION**  
**BOARD OF DIRECTORS**

Final funding allocations were provided in May to the Regional Workforce Boards. For Region I, funding for Fiscal Year 2013-2014 was reduced by \$960,094. The largest reductions were in the WIA Youth Program (\$338,802) and the Welfare Transition Program (\$349,025). The total reduction of \$960,094 will require the following changes to occur:

- Reductions in leased space in the Milton and Pensacola One Stop Centers

- Reductions in Upfront WT services and WT Support Services
- Removal of seven (7) WT staff from the program: Two (2) temporary positions will terminate as of June 30, 2013
- No equipment purchases for FY 2013-2014
- Reduction in staff out-of-area travel. Chair and Executive Director will continue to travel out-of-area as needed.

USDOL released a guidance letter encouraging the States to request transfer authority from the WIA Adult program to the WIA Dislocated Worker program of up to 75%.

**Request for addition of two (2) holidays**

Due to the reductions and no funding is available for raises and/or bonuses, the Director is requesting that two additional holidays be approved beginning July 1, 2013. The two additional holidays requested are New Year’s Eve and President’s Day. This would bring the total holidays to twelve (12) for staff.

**Realignment of WT and Youth personnel**

The Director is asking the Board to approve the realignment of the WT FTE Staff and the Youth Staff to the following created positions:

- Workshops Advisor - Universal Services
- Customer Support Specialists (2 FTE positions)
- Virtual Learning/Assessment Center Advisor
- Dislocated Worker Recruiting/Special Projects
- Resource Room Advisor

**Request for ITA Waiver**

The Director is asking the Board to approve Escarosa continuing with a 40% waiver of the 50% ITA requirement due to funding reductions.

It was noted, with the approval of the above requests, the budget would not be affected.

**Action Taken: Motion by Ildi Hosman, and seconded by Reagan McDaniel to approve the request for two additional holidays – New Year’s Eve and President’s Day; the realignment of WT and Youth Personnel; and the request for a 40% ITA waiver. Motion carried.**

**EXTENSION OF SNAP CONTRACT**

The Supplemental Nutrition Assistance Program (SNAP) will become a mandatory participation program beginning October 1, 2013 for Santa Rosa County ONLY. Currently, SNAP is a volunteer program in both counties.

The Escambia Department of Community Services currently operates the SNAP Program in both counties and has done so for over 10 years. Their current contract expires June 30, 2013; therefore, staff is asking for approval to extend the current contract through September 30, 2013 to complete the volunteer portion of SNAP, and increase the funding for the 3 month period by \$12,419.00.

Once funding amounts are finalized and numbers of participants are provided to the RWBs, a recommendation for the period beginning October 1, 2013 will be brought to the Board of Directors at the September board meeting.

**Action Taken: Motion by Reagan McDaniel, and seconded by Randy Fleming to approve extending the Escambia County Department of Community Services contract through the end of September (September 30, 2013) and additional funding in the amount of \$12,419.00. Motion carried.**

#### **CUSTOMIZED TRAINING – CITY OF PENSACOLA**

The Executive Director met with City Councilman Gerald Wingate, Firemen Joe Glover and Jose Cobbs on June 10, 2013. The City of Pensacola's Fire Department is looking to hire up to 15 firefighters over the next several months. The City is interested in obtaining a Customized Training Grant in an amount of up to \$50,000 to help offset the costs in training and obtaining the required certifications. The City is required to provide a 50% in-kind match to be eligible to receive the grant. In addition, funding is available under the Workforce Investment Act and these costs will be applied toward the 50% ITA expenditure requirement.

There was discussion of who will provide the training and Escarosa's role to recruit and screen for eligibility. It was felt this will make for a good partnership with the City of Pensacola.

**Action Taken: Motion by Reagan McDaniel, and seconded by John Gormley to approve a Customized Training Grant with the City of Pensacola's Fire Department for an amount not to exceed \$50,000. Motion carried.**

#### **COMMITTEE REPORTS**

##### **FINANCE COMMITTEE**

##### **FINANCIAL STATEMENTS – APRIL 2013**

Escarosa's Summary of Expenditures, Service Provider Contract Report, and Required Rates for the period ended April 30, 2013 was made available to the Board.

Expenditures continue to progress as expected. Escarosa have expended \$1,387,592 in tuition and books through April, and is expected to spend at least \$1,500,000 after summer school. It is likely the 50% State ITA requirement will be met due to the high tuition and books expenditures.

All administrative rates continue to be lower than 10%.

**Action Taken: Motion by Amber McCool, and seconded by Gracie Parker to approve the Financial Statements and related summaries for the period ended April 30, 2013. Motion carried.**

#### **DEPARTMENT OF ECONOMIC OPPORTUNITY (DEO) FISCAL MONITORING REPORT**

Thomas Howell Ferguson, P.A., performed a fiscal monitoring review of Workforce Escarosa on behalf of the Department of Economic Opportunity (DEO) on April 8-11, 2013. A copy of the final monitoring report received from DEO was made available to the Board.

It was noted there are two levels of results – finding(s) and observation(s). There were no findings; therefore, Escarosa is not required to file a Corrective Action Plan. There was one observation concerning documentation for IT backup procedures. All of the appropriate backup procedures are in place, but the monitors felt that more documentation of those procedures is needed. Overall, the report was good.

**Action Taken: Motion by Randy Fleming, and seconded by Amber McCool to accept the FY 2012-2013 Monitoring Report from DEO. Motion carried.**

**YOUTH DEVELOPMENT COUNCIL**

**YOUTH CONTRACTS FOR FY 2013-2014: ESCAMBIA COUNTY SCHOOL DISTRICT, SANTA ROSA COUNTY SCHOOL DISTRICT, AND CHILDREN’S HOME SOCIETY**

WIA Year-round Youth contracts were procured in the spring of 2012. The procurement allows for three year renewals of contracts if the service providers are in good-standing with Escarosa and are meeting performance measures. All three youth providers are in good standing and are meeting current performance requirements. A problem was discovered with the Escambia County School District’s contract and documentation and contract requirements were not being met. A staffing change occurred in March and the documentation and contract requirements have now been brought up-to-date. Escarosa staff believes the change in employees at the Escambia County School District has corrected the issues discovered during Escarosa’s monitoring of the Youth service provider. The monitoring Report for Escambia was made available to the Board.

For Fiscal Year 2013 -2014, reductions in funding have occurred. The reductions are due to sequestration and the removal of an adjustment in the formula for youth dollars to the RWBs that use to occur. In accordance with a USDOL policy guidance, 2010 Census data had to be used and the adjustment was removed. A total of \$338,802 dollars were lost in the Youth allocation, or a reduction of 20.8%. Due to this reduction Escarosa will remove two youth staff beginning July 1, 2013; cut related expenses associated with these staff; and reduce youth contracts by 6% or \$76,600. Almost all of the funding reductions were absorbed by Escarosa (77%), with the contractors losing the remaining 23%.

Based upon the above, Escarosa staff is recommending that the contracts be renewed for FY 2013 – 2014 at the following funding levels:

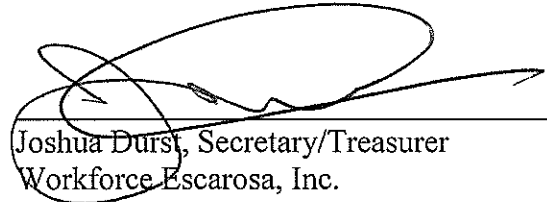
Contractor	FY 2012 -2013	FY 2013 – 2014	Reduction
Escambia County School District	\$389,250	\$366,250	(\$23,000)
Santa Rosa County School District	\$310,408	\$291,808	(\$18,600)
Children’s Home Society	\$583,328	\$548,328	(\$35,000)

**Action Taken: Motion by Reagan McDaniel, and seconded by Joshua Durst to approve the renewal of the three contracts for the amounts indicated above for Fiscal year 2013 -2014, to begin July 1, 2013 and end June 30, 2014. Motion carried. Lesa Morgan abstained from voting. Motion carried.**

**OTHER BUSINESS**

An invitation was extended to all to attend the Welfare Transition Recognition Breakfast. The breakfast is to recognize staff for meeting the 50% WT participation rate. Region 1's rate was 54.9%. All were encouraged to attend.

There being no further business, the meeting adjourned.



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Joshua Durst, Secretary/Treasurer  
Workforce Escarosa, Inc.